

Crystal N. Smith

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OBJECTIVE:

To obtain a position at a college/university library, history museum, or art museum

EDUCATION:

Christopher Newport University, Newport News, Virginia
Bachelor's of Arts—Fine Arts (concentration in Art History)
Minor: History
Cum Laude, Graduation: May 2008

Indiana University, Bloomington, Indiana
MLS Candidate in the School of Library and Information Science
GPA: 3.795/4.0 scale
Expected Graduation: May 2010

WORK EXPERIENCE:

Mooreville Public Library, Intern, part-time, Spring 2009-present, Mooreville, IN

- Staffing Reference and Computer Lab Reference Desk
- Assisting in programming for Senior Services
- Assisting in Technical Services
- Sorting and describing archival material at the Academy Museum for local research

Visual Resource Center, Indiana University, Scanning Assistant/Intern, part-time, Fall 2009-present, Bloomington, IN

- Assisted in digitizing the African American project
- Deaccessioning slide collection project
- Cataloging in VireoCat
- Administrative metadata in VireoCat

Paul and Rosemary Tribble Library, Student Assistant, part-time, Spring 2007-Spring 2008, Newport News, VA

- Staffed Circulation desk, provided customer service, circulated material using the millennium circulation system
- Shelved books and journals, shelf-read and searched for missing books
- Processed Course Reserve items into the Innovative Interface database
- Assisted in Cataloging by processing acquisitions and withdrawals using the Innovative Interface system

Chrysler Museum of Art: Jean Outland Chrysler Library, Art Librarian Intern, Summer 2007, Norfolk, VA

- Assisted with inventory of oversized collection
- Assisted in inventory of vertical file collection
- Prepared auction catalogues for inventory
- Sorted, described, and preserved archival materials
- Identified possible de-accessions, checking them against the catalog and prepared them for removal

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WORK EXPERIENCE (Continued)

- Research reference questions
- Assisted in making a library display

Emily Spong Preschool Center, Substitute Teacher's Aide, full-time, Summer 2006, Portsmouth, VA

- Organized learning material
- Tutored adult students preparing for the GED test
- Assisting in nursery

Hermitage Foundation Museum, Curatorial intern, Summer 2006, Norfolk, VA

- Aided in transferring accession records onto computer database
- Assisted in set up of *Clay Days* exhibit

Courthouse Galleries Museum, Volunteer, Summer 2005, Portsmouth, VA

- Created Microsoft Access database and Microsoft Excel list for inventory listings in Gift Shop
- Answered phone calls and photocopied papers
- Helped with mailing lists

HONORS:

IMLS funded Indiana State Library/ Indiana University-School of Library and Information Science sponsored MLS Fellowship

ACTIVITIES:

Alliance Francaise, member, June 2005-Spring 2008
CNU French club, secretary, Fall 2005-Spring 2006
CNU Asian Culture Club, Fall 2007-Spring 2008
IU-Special Libraries Association, September 2008-September 2009

STUDY ABROAD:

CNU Goes to Italy- Fine Arts Department at Christopher Newport University, May 2008

COMPUTER SKILLS:

Knowledge in Microsoft Office (Word, Excel, Access, PowerPoint)
Basic skills in XHTML, UNIX and Photoshop